

HARLOW u3a ROLE DESCRIPTION: CHAIR

THIS ROLE MUST BE HELD BY A TRUSTEE

The Chair is one of the three required Officer Roles, registered with TAT and HMRC/Charities Commission.

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

PURPOSE:

The purpose of the Chair’s role is to –

1. Be the “face” of Harlow u3a, representing it to members, other people and organisations.
2. Lead Harlow u3a Committee.
3. Promote the ethos of the u3a.

IT SHOULD BE REMEMBERED THAT ALL DECISIONS MUST BE COMMITTEE DECISIONS AND THAT THE CHAIRMAN HAS NO SPECIAL EXECUTIVE POWERS OTHER THAN THOSE STATED IN THE CONSTITUTION. (see 6:e 19.3.c)

KEY TASKS:

The main tasks are to –

1. In conjunction with the Secretary, devise agendas for Harlow u3a meetings.
2. To Chair Committee, General Meetings and other meetings as relevant, ensuring each person is offered the opportunity to contribute, and that discussions are timely, relevant and appropriate.
3. Assist committee members in understanding, and carrying out, the requirements of their roles, providing support where necessary.
4. Address matters of concern or suggestions made by members.

RESPONSIBILITIES AS A COMMITTEE MEMBER

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.